

2 FEBRUARY 2001

Personnel

JUDGE ADVOCATE GENERAL AWARDS



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OPR: AFLSA/CCE Maj David E. Sprowls
Supersedes AFI 36-2855, 6 May 1994.

Certified by: Col James W. Russell III
Pages: 8
Distribution: F

This instruction implements AFD 36-28, *Awards and Decorations*, and describes The Judge Advocate General awards presented to individuals in recognition of their outstanding service or contributions to The Judge Advocate General's Department. It explains who is eligible for the awards, the criteria and procedures for nomination, and who selects the winners.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This interim change (IC) 2001-1 provides additional guidance for managing the Air Force Judge Advocate General Awards Program, submitting award nominations, and adds one additional award, the Outstanding Paralegal Senior NCO of the Year Award (Karen Yates-Popwell Award). See the last attachment of the publication for the complete IC. A bar (|) indicates revision from the previous edition.

1. Description of the Awards.

1.1. Outstanding Judge Advocate of the Year Award (Albert M. Kuhfeld Award). Then Brigadier General (USAFR) and Mrs. Richard C. Hagan established this award in honor of the late Major General Albert M. Kuhfeld (USAF, Retired), a former The Judge Advocate General, USAF. The annual winner is an officer selected as the most outstanding young judge advocate of the year, based on demonstrated excellence, initiative, and devotion to duty. Eligible candidates are active-duty judge advocates serving in the grades of captain or major as of 31 December of the year for which the award is given. A trophy recognizing the winners is on display at the Air Force Judge Advocate General School, Maxwell AFB. The selected officer receives an award certificate.

1.2. Outstanding Reserve Judge Advocate of the Year Award (Reginald C. Harmon Award).

This award honors Major General Reginald C. Harmon (USAF, Retired), a former The Judge Advocate General, USAF. The annual winner is an officer selected as the most outstanding Air Reserve Component judge advocate, based on training accomplishments or contribution to mission support;

exhibition of leadership in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement. Two trophies recognizing the winner are displayed, one at the Air Force Judge Advocate General School and one at the Air Reserve Personnel Center (ARPC), Lowry AFB. The selected officer receives an award certificate.

1.3. Outstanding Civilian Attorney of the Year Award (James O. Wrightson, Jr., Award). Mr. John A. Everhard established this award in memory of Mr. James O. Wrightson, Jr., former Chief, Military Affairs Division, Office of The Judge Advocate General, USAF. The annual winner is the civilian attorney employed by or serving with The Judge Advocate General's Department who has been selected as the most outstanding attorney of the year. The award honors demonstrated excellence, initiative and devotion to duty. A trophy recognizing the winner is displayed at the Air Force Judge Advocate General School. The selected attorney receives an award certificate.

1.4. Outstanding Paralegal Airman of the Year Award (Steve Swigonski Award). This award honors Chief Master Sergeant Steve Swigonski (USAF, Retired), the first Special Assistant for Legal Airman Affairs to The Judge Advocate General, USAF. The annual winner is the active-duty airman selected as the most outstanding paralegal of the year, based on demonstrated superior initiative, technical skill, leadership ability and devotion to duty. Eligible candidates are paralegals who are technical sergeants and below as of 31 December of the year for which the award is given. A trophy recognizing the winner is displayed at the Air Force Judge Advocate General School. The selected paralegal receives an award certificate.

1.5. Outstanding Reserve Paralegal of the Year Award (David Westbrook Award). This award honors CMSgt David Westbrook (USAFR, Retired), a former Senior Individual Mobilization Augmentee. The award is presented annually to the member of the Air Reserve Component selected as the most outstanding paralegal of the year, based on demonstrated superior initiative; technical skill; training accomplishments or contribution to mission support; exhibition of leadership qualities in contributing to civic, cultural, or professional activities in the military or civilian community; and enrollment in off-duty programs of professional self-improvement. Two award plaques recognizing the winner are displayed, one at the Air Force Judge Advocate General School and the other at ARPC. The selected paralegal receives an award certificate.

1.6. Outstanding Legal Service Civilian of the Year Award (Harold R. Vague Award). This award honors Major General Harold R. Vague (USAF, Retired), a former The Judge Advocate General, USAF. The award is presented annually to the legal service civilian employed by or serving with The Judge Advocate General's Department who is selected as the most outstanding civilian. The award is based on demonstrated excellence, initiative and devotion to duty. Give special consideration to individuals who develop or improve systems, programs, or procedures that improve management efficiency or cost-effectiveness for Air Force legal programs. A trophy recognizing the winner is displayed at the Air Force Judge Advocate General School. The selected legal service civilian receives an award certificate.

1.7. Outstanding Senior Attorney Award (Stuart R. Reichart Award). This award honors Mr. Stuart R. Reichart, a former General Counsel of the Air Force, and, presented annually by the Air Force Association, recognizes the outstanding legal achievements of a senior Air Force attorney. The award honors demonstrated excellence, initiative, leadership, management skills and professionalism in the practice of law. Eligible candidates are attorneys with at least 14 years of service with the Department of Defense, with the most recent 7 years as a judge advocate or civilian attorney or both

for the Air Force. The last day for meeting the eligibility requirements is 31 December of the year for which the award is being given. Although the nominator should cite specific examples of outstanding service, the award is for continuous contributions throughout a career of federal service, not a single achievement. General School. The selected attorney receives an award certificate.

1.8. Special Service Award. This award recognizes exceptionally worthy performance by department members or outstanding contributions to The Judge Advocate General's Department. The award may be presented to a member of the department, a military member or civilian government employee outside the department, or a member of the civilian community. Nominate candidates within 60 days after an act of immense contribution to the department. The selected individual receives an award certificate.

1.9. Outstanding Paralegal Senior NCO of the Year Award (Karen Yates-Popwell Award).

This award honors Chief Master Sergeant Karen E. Yates-Popwell, USAF (Retired), a former Senior Paralegal Manager to The Judge Advocate General. The annual winner is the active duty senior non-commissioned officer selected as the most outstanding paralegal senior NCO of the year, based upon demonstrated excellence, superior initiative, leadership, management skills, and professionalism. However, headings on the nomination should be limited to demonstrated excellence, superior initiative, and leadership and management skills. Eligible candidates are paralegals who are serving in the grade of senior master sergeant or master sergeant as of 31 December of the year for which the award is given. A trophy recognizing the winner is displayed at the Air Force Judge Advocate General School. The selected senior paralegal receives an award certificate and plaque.

2. How To Submit a Nomination.

2.1. Major commands (MAJCOM) and field operating agencies (FOAs) and direct reporting units (DRUs) will establish their own procedures to select command nominees.

2.2. Submit one original and four copies of each nomination to HQ USAF/JAX through intermediary command Staff Judge Advocate (SJA) channels. Each MAJCOM, FOA, and DRU may submit one nomination per award. There is no limit on the number of Reichart Award nominations that may be submitted. Limit nominations for all awards (except the Reichart Award) to activities during the year for which the award is given. You may highlight previous significant achievements establishing a consistent record of exemplary performance; however, the focus of the nomination must be for the year of the award. The Reichart Award covers a career of Federal service. For all awards, emphasize what the nominee did and how it affected one or more missions. The nomination package contains these items in this order:

2.2.1. Forward each copy of the nomination package in a standard brown file folder, attached with ACCO fasteners (two-hole punch fasteners). Do not use staples, binders, plastic page covers, paper clips, or any other binding on nomination packages. Place a label on the front of each folder with the nominee's full name on the first line and the MAJCOM being represented on the second line.

2.2.2. On the left side of the folder, from top to bottom, assemble the following, without tabs or dividers:

2.2.2.1. Nomination Form. Submit one AF Form 1206 (Nomination for Award), using Form-Flow format or 10 pitch font, in bullet format, not more than two pages in length. Note, there is no page limit for the Reichart Award. When preparing award nominations for officers and

civilians, or for anyone nominated for a Special Service Award, list the nominee's accomplishments in bullet format using the award criteria set out in the description of each award. For example, the headings for a Kuhfeld Award nomination would be "Demonstrated Excellence," "Initiative," and "Devotion to Duty." Highlight the headings in bold face. Make sure the text on both sides of the AF Form 1206 is not concealed by fasteners, holes, etc., whether the form is printed head-to-toe or head-to-head.

2.2.2.2. Indorsements. Type the name of the initiating commander in the block of the AF Form 1206 entitled "Rank/Name of Unit Commander." The commander should not sign the form. A signed indorsement memo from the initiating commander or an authorized representative is permissible but not required.

2.2.2.3. Award Citation. Submit a complete proposed award citation describing the nominee's accomplishments or achievements. Unless otherwise directed, follow the citation format sample in AFI 36-2805, *Special Trophies and Awards*, Attachment 3. Note, whereas the format in attachment 3 of AFI 36-2805 recommends a narrative of no more than 50 words, TJAG award citations are recommended to be no more than 100 words, including the introductory identifying remarks. All awards should specify the year in which the duty was performed.

2.2.2.4. Biographical Sketch. A biographical sketch not to exceed one page in narrative format. Do not submit "official" Air Force biographies.

2.2.3. On the right side of the folder, from top to bottom, include Officer Performance Reports (OPRs), Enlisted Performance Reports (EPRs), or Civilian Performance Appraisals without tabs or dividers.

2.2.3.1. Kuhfeld Award. Submit a complete set of OPRs printed head-to-toe, most recent on top.

2.2.3.2. Harmon Award. Submit a complete set of reserve OPRs printed head-to-toe, most recent on top. If the nominee has entered the reserve program within the last five years, include copies of active duty OPRs as well to give the board members a full picture of the nominee's duty performance. Include an Air Force Reserve Point History (SURF) available from the Air Reserve Personnel Center. Do not include Records of Individual Personnel (RIPs) or career briefs.

2.2.3.3. Wrightson Award. Submit a complete set of Civilian Performance Appraisals (AF Form 860A) printed head-to-toe, most recent on top.

2.2.3.4. Swigonski Award. Submit copies of the five most recent EPRs printed head-to-toe, most recent on top. Headings to be listed on the nomination form are demonstrated superior initiative, technical skills and devotion to duty, and leadership ability.

2.2.3.5. Westbrook Award. Submit copies of the five most recent EPRs printed head-to-toe, most recent on top, and a SURF. Do not submit RIPs or career briefs.

2.2.3.6. Vague Award. Submit copies of the five most recent Civilian Performance Appraisals (AF Form 860A) printed head-to-toe, most recent on top.

2.2.3.7. Yates-Popwell Award. Submit copies of the five most recent EPRs printed head-to-toe, most recent on top.

2.2.4. Do not submit official photographs. Selected recipients will be requested to submit photographs to JAES for display outside The Judge Advocate General's office after the winners are announced.

3. How To Process Nominations:

3.1. When evaluating a nomination at any level of competition, consider (1) the nominee's performance during the year for which the award is given, then (2) consider that performance within the context of the nominee's entire career. MAJCOM SJAs should ensure that nominees are accorded command-wide recognition.

3.2. Forward one original and four copies of each nomination package to HQ USAF/JAX, 1420 Air Force Pentagon, Room 5B269, Washington, DC 20330-1420. The suspense for all nominations is 15 March annually, or if 15 March falls on a weekend, the first duty day thereafter. MAJCOMs/FOAs/DRUs may submit one nomination for each award other than the Reichart Award. There is no limit on the number of Reichart Award nominations that may be submitted.

3.2.1. Send nominations for Air National Guard (ANG) state headquarters or National Guard Bureau (NGB) assigned personnel directly to ANGRC/DPMA, 3500 Fetchet Avenue, Andrews AFB MD 20331-6008. The Director, ANG, forwards one nomination to HQ USAF/JAX with four copies.

3.3. Candidates for any of these awards may also be nominated or selected for any award not established by this instruction. Award recipients cannot receive the same award established by this instruction twice. MAJCOMs may submit one nomination for each award, but any level of command may submit any number of nominations for the Reichart Award. Award certificates and plaques will be presented by The Judge Advocate General.

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4. Recognition Insignia. Military recipients of these awards may wear the Air Force Recognition Ribbon. Civilian recipients may wear the lapel pin.

WILLIAM A MOORMAN, Maj General, USAF
The Judge Advocate General

Attachment 1

IC 2001-1 TO AFI 36-2855, JUDGE ADVOCATE GENERAL AWARDS

2 FEBRUARY 2001

SUMMARY OF REVISIONS

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1.9. Outstanding Paralegal Senior NCO of the Year Award (Karen Yates-Popwell Award). This award honors Chief Master Sergeant Karen E. Yates-Popwell, USAF (Retired), a former Senior Paralegal Manager to The Judge Advocate General. The annual winner is the active duty senior noncommissioned officer selected as the most outstanding paralegal senior NCO of the year, based upon demonstrated excellence, superior initiative, leadership, management skills, and professionalism. However, headings on the nomination should be limited to demonstrated excellence, superior initiative, and leadership and management skills. Eligible candidates are paralegals who are serving in the grade of senior master sergeant or master sergeant as of 31 December of the year for which the award is given. A trophy recognizing the winner is displayed at the Air Force Judge Advocate General School. The selected senior paralegal receives an award certificate and plaque.

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WILLIAM A. MOORMAN, Major General, USAF

The Judge Advocate General